

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-2307

For: FSA Employees

Consolidating Student Employment Programs

Approved by: Deputy Administrator, Management



1 Overview

A

Background

To enhance customer service for employees and students, HRD and CR&SBUS have consolidated all the student employment programs into HRD.

Student opportunities are designed to:

- combine academic studies with on-the-job training and experience
- give students an opportunity to work with FSA while completing their education.

B

Purpose

This notice:

- informs employees about consolidating the student employment programs
- provides information on who to contact for guidance and assistance.

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Disposal Date

December 1, 2002

Distribution

All FSA Employees; State Offices relay to
County Offices

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1 Overview (Continued)

C

FSA Contacts

If additional information is needed, contact the servicing Human Resources Specialist listed below.

Office	Student Employment Program	Contact
National Office	Workforce Recruitment Program (WRP)	Nicole White at 202-418-9013. USDA/FSA/HRD/DOB 1400 Independence Avenue, SW Stop 0596 Washington, D.C. 20250-0596
	<ul style="list-style-type: none">• 1890 National Scholars• Hispanic Association of Colleges and Universities (HACU)• Washington D.C. Internship for Native Students (WINS)• Student Career Experience• Summer Intern• Summer Employment• Public Service Scholarship	Mondina Jolley at 202-418-8992. USDA/FSA/HRD/DOB 1400 Independence Avenue, SW Stop 0596 Washington, D.C. 20250-0596

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1 Overview (Continued)

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FSA Contacts (Continued)

Office	Student Employment Program	Contact
FSA State Office KCAO KCCO KCFO Director, KC-ITSDO Director, KC-ITSTO APFO	<ul style="list-style-type: none"> 1890 National Scholars HACU Public Service Scholarship 	Vera Byers at 816-926-1710. USDA/FSA/KCAO/PD 6501 Beacon Drive Kansas City, MO 64133
	Student Career Experience	Ranay Brady at 816-926-6118. USDA/FSA/KCAO/PD 6501 Beacon Drive Kansas City, MO 64133
	<ul style="list-style-type: none"> Summer Intern Summer Employment WRP 	Sandy Gibbs at 816-823-2002. USDA/FSA/KCAO/PD 6501 Beacon Drive Kansas City, MO 64133
	Presidential Management Intern (PMI)	Vickie Schofield at 816-926-6668. USDA/FSA/KCAO/PD 6501 Beacon Drive Kansas City, MO 64133

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Program Responsibilities

Coordinating the Student Employment Programs requires collaborating with supervisors and managers, civil rights, human resources, and other experts, as necessary. See Exhibit 1 for Student Employment Programs, benefits, eligibility, work experience, and request due dates.

E

Web Location

Information about the Student Employment Programs is available at <http://www.usda.gov/da/employ/StudentInfo2.htm>.

Student Employment Programs

Program	Benefits	Eligibility	Work Experience
Student Career Experience Program 1/ (formerly cooperative education program)	<ul style="list-style-type: none"> • leave, health and life insurance, and retirement • may be converted to permanent workforce • flexible work hours/schedules • promotions <p>At the Agency's discretion, the following may be paid:</p> <ul style="list-style-type: none"> • travel and transportation expenses • housing expenses • training costs. 	<ul style="list-style-type: none"> • U.S. citizen (may employ noncitizen under certain conditions; must be citizen before conversion) • 16 years old • must meet qualification requirements 	<ul style="list-style-type: none"> • must complete at least 640 hours related work • work must be related to academic studies
Student Temporary Employment Program 1/ (formerly stay in school program and all other temporary employment) Summer Intern Program 1/ (includes interns working in their field of study) Summer Employment Program 1/ (includes students working in clerical support area) Request Due: March	<ul style="list-style-type: none"> • no health/life insurance or retirement • no conversion to permanent workforce eligibility • earn leave, if on more than 90-day appointment • may be converted to the Student Career Experience Program • flexible work hours/schedules • promotions <p>At the Agency's discretion, housing, travel, and transportation expenses (summers only) may be paid.</p>	<ul style="list-style-type: none"> • U.S. citizen (may employ noncitizen under certain conditions) • 16 years old • must meet qualification requirements 	<ul style="list-style-type: none"> • limited appointments (may be extended) • work experience may or may not be related to academics

1/ Ceiling controlled positions (includes all positions in which the student is on the Agency's rolls).

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Student Employment Programs (Continued)

Program	Benefits	Eligibility	Work Experience
USDA/1890 National Scholars Program <u>1/</u> Request Due: January	<ul style="list-style-type: none"> same benefits as those under the Student Career Experience Program payment of tuition, fees, and book expenses summer work experience use of personal computer while in the program 	<ul style="list-style-type: none"> U.S. citizen first-time entering freshman must attend one of the 1890 Land-Grant Institutions must meet program requirements 	<ul style="list-style-type: none"> must complete at least 640 hours work must work during summer periods work must be related to academic studies
Public Service Scholarship Program <u>1/</u> Request Due: January		<ul style="list-style-type: none"> U.S. citizen junior year of undergraduate study must meet program requirements 	
Government Connection <u>1/</u> (Washington, D.C. area only)	<ul style="list-style-type: none"> same benefits as those under the Student Career Experience Program may be converted to the Student Career Experience Program or the Student Temporary Employment Program if pursuing college may be converted into permanent workforce 	<ul style="list-style-type: none"> U.S. citizen 16 years old attend High Point High School, MD 	work experience generally clerical in nature
Workforce Recruitment Program (WRP) for College Students With Disabilities <u>1/</u> Request Due: March	<ul style="list-style-type: none"> no employee benefits may earn leave if on 90-day or more appointment may be converted to the Student Career Experience Program may be converted to permanent workforce 	<ul style="list-style-type: none"> U.S. citizen 16 years old referred through Rehabilitation Services 	work experience may or may not be related to academics
D.C. Federal Jobs Initiative <u>1/</u>	<ul style="list-style-type: none"> no employee benefits may earn leave if on 90-day or more appointment may be converted to the Student Career Experience Program or Student Temporary Employment Program 	<ul style="list-style-type: none"> U.S. citizen 16 years old referred through D.C. Department of Employment Services 	work experience may or may not be related to academics

1/ Ceiling controlled positions (includes all positions in which the student is on the Agency's rolls).

Student Employment Programs (Continued)

Program	Benefits	Eligibility	Work Experience
Student Volunteers	<ul style="list-style-type: none"> no employee benefits or leave may be converted to the Student Career Experience Program or the Student Temporary Employment Program 	<ul style="list-style-type: none"> U.S. citizen 16 years or older 	work experience may or may not be related to academics
D.C. Summer Works Program Request Due: March		<ul style="list-style-type: none"> U.S. citizen 16 years or older referred through D.C. Department of Employment Services 	
Greater Washington Urban League Summer Youth Program Request Due: March		<ul style="list-style-type: none"> U.S. citizen 16 years or older referred by DC Urban League 	
E. (KICA) DeLaGaza Internship Program (HACU Program) Request Due: February/June/November		<ul style="list-style-type: none"> U.S. citizen sophomore in college to graduate or law level student attend HSI of higher education referred by HACU 	
Washington Internship for Native Students (WINS) Request Due: December		<ul style="list-style-type: none"> U.S. citizen sophomore in college to graduate level student referred by American University 	
Presidential Management Intern Program <u>1/</u>	<ul style="list-style-type: none"> no employee benefits may earn leave initial 2-year appointment at GS-9, with promotion potential to GS-12 may be converted to career or career conditional appointment 	<ul style="list-style-type: none"> U.S. citizen before conversion must be graduate student referred through OPM 	work experience must be related to academics

1/ Ceiling controlled positions (includes all positions in which the student is on the Agency's rolls).